



## Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Budget and Procurement Division

Division: Missouri State Highway Patrol

Sub-Section:

**TITLE:** Information Included in Personnel Records that Affect Payroll Issues

**CUTOFF:** EOSFY

**DESCRIPTION:** SHP-4, Personnel Action Requests; SHP-5, Termination of Employment Record; SHP-101, Civilian Employee Performance Appraisal; SHP-12, Application for Employment; SHP-15, Intra-Departmental Correspondence. Originals are kept in the Human Resources Division and copies are kept in the personnel files.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21270

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Property Receipts

**CUTOFF:** EOSFY

**DESCRIPTION:** All accountable personal equipment and assets over \$1000 are required to be recorded for, and signed off by, employees. The signed form is retained in the personnel file or the fixed asset file. May be destroyed after conclusion of state audit if completed before end of retention period.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21271

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Reports of Survey

**CUTOFF:** EOSFY

**DESCRIPTION:** Employees are required to complete a Report of Survey, SHP-67, when non-expendable state property, personal equipment, or rented or leased equipment assigned to them, is damaged beyond use, lost, or stolen. The Report of Survey Board then recommends whether the employee be assessed full or partial replacement cost, or other punitive or non-punitive action is taken. May be destroyed after conclusion of state audit if completed before end of retention period.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21272

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



## Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Budget and Procurement Division

Division: Missouri State Highway Patrol

Sub-Section:

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**TITLE:** Travel Requests

**CUTOFF:** EOSFY

**DESCRIPTION:** For travel outside the state of Missouri, an Out-Of-State Travel Authorization, MO300-0072N, is required and is generated with the Superintendent's signature. A copy is forwarded to the employee, to be attached to their monthly expense report, SHP-25, when requesting reimbursement.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES:** 21268

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

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**TITLE:** Witness Fees and Transmittals

**CUTOFF:** EOFFY

**DESCRIPTION:** Fees for civil cases. Witness fees collected by an employee who has been subpoenaed in a duty related case to appear as a witness in state or federal court, or to give a deposition, must be turned in to his troop with a completed Court Case Notification Report, SHP-33. After the employee has appeared for the hearing or given the deposition, the witness fee check should be submitted to GHQ-Budget and Procurement Division with a completed Transmittal of Collection, SHP-36, for deposit into State funds. May be destroyed after conclusion of state audit if completed before end of retention period.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES:** 21269

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

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